

CODE ENFORCEMENT MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the staff and operations within either the Residential Code Compliance program or Commercial Code Enforcement program; to perform a variety of technical tasks relative to assigned area of responsibility; and to provide staff support to the assigned Community Development Director and /or Deputy Director.

Supervision Received and Exercised:

Receives direction from the Community Development Director or from other supervisory or management staff.

Exercises direct supervision over zoning and neighborhood enhancement inspection staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Organize, manage and evaluate the activities and staff of the Neighborhood Enhancement or Commercial Code Enforcement section; select, train, motivate and evaluate personnel; monitor employee performance objectives, provide or coordinate staff training; and work with employees to correct deficiencies
- Plan, develop and implement programs and strategies that provide direct services and preserve the quality and character of the community
- Manage the development of the code compliance programs; establish schedules and methods to increase compliance and improve housing stock and neighborhoods or commercial development; and assign work activities and projects; develop and implement new programs
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities for the City Council and Community Development Director.

Effective November 1988
Revised June 2001 (Range Adj)
Reviewed July 2002 (Title Changed)
Revised November 2005 (Duties & Range Adj)
Revised October 2006 (Duties & Range Adj)
Revised October 2007 (Duties and MQs))
Revised Dec 2010 (Title changed)

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CITY OF TEMPE

Code Enforcement Manager (continued)

- Provide information to assist the City Council, City Manager and Community Development Director in making decisions regarding enhancement of neighborhoods or commercial developments.
- Manage the production of media releases, brochures, pamphlets, reports and other publications to develop and promote public awareness and a positive public image.
- Provide technical assistance and coordinate activities with other departments and outside agencies to promote compliance with city codes, ordinances and regulations.
- Develop and administer the section's budget; monitor and control expenditures.
- Communicate with the City Council, citizen advisory boards, City officials, other City employees, contractors, and the general public in order to effectively explain, communicate and administer neighborhood enhancement or commercial code enforcement policies, goals, objectives and provisions.
- Develop and implement policies and procedures.
- Conduct research and analyze data to more effectively implement division objectives and coordinate staff activities.
- Respond to and resolve difficult citizen inquiries and complains.
- Represent the department on inter-departmental/inter-agency task forces.
- Meet with businesses, interest groups, non-profit organizations, and business or industry representatives on policy and program issues.
- Make presentations at City Council meetings, public hearings, and other public forums.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of responsible zoning enforcement experience including one year of supervisory or lead responsibility.

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CITY OF TEMPE Code Enforcement Manager (continued)

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration or a degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 423

Status: Exempt/ Classified